



**OKLAHOMA AIR NATIONAL GUARD - ACTIVE GUARD/RESERVE (AGR)
TOUR VACANCY ANNOUNCEMENT
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
OKLAHOMA ARMY AND AIR NATIONAL GUARD
3501 Military Circle
Oklahoma City, Oklahoma 73111-4398
(405) 228-5511 DSN: 628-5511 FAX: (405) 606-7702**

AGR Announcement #21-16 PRODUCTION RECRUITER AND RETAINER

OPENING DATE: 9 May 2016

CLOSING DATE: 7 Jun 2016

***Open Nationwide to all current members of the Air National Guard, AF Active Duty,
AF Reserves and those eligible to join the OKANG***

CORRECTION: THIS IS A TEMPORARY AGR TOUR ENDING 30 SEP 20 WITH NO GUARANTEE OF PERMANENT EMPLOYMENT

POSITION: PRODUCTION RECRUITER AND RETAINER	UNIT & LOCATION: 137TH FSS, WRANG BASE, OK
MAXIMUM GRADE: E-6	COMPATIBLE AFSC: ANY
MINIMUM GRADE REQUIRED: E-4	

AUTHORITY: Active Guard/Reserve (AGR) under provisions of Title 32 USC 502(f) `

PERSONS ELIGIBLE TO APPLY: ***Open Nationwide to all current members of the Air National Guard, AF Active Duty, AF Reserves and those eligible to join the OKANG*** Applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position they must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*. Acceptance of demotion must be in writing and included in the assignment application package.

BASIC QUALIFICATIONS REQUIRED: IAW ANGI 36-101 (*ACTIVE GUARD AND RESERVE PROGRAM*) Para 12.2. Eligibility for AGR Tours: Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications Individual Medical Readiness (IMR) requirements to include immunizations outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. IAW AFI 48-123 para 11.10.2.1 applicants with a concurrent AGR assignment must have a current PHA on file. Applicants with no service affiliation require an accession physical exam, which would be valid for 24 months prior to AGR assignment duty. AGR Airmen are subject to the provisions of AFI 36-2905, *Fitness Program*. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For additional information and requirements please feel free to contact the Human Resources Office, SMSgt Caroline Rutledge at 405-228-5511 or DSN 628-5511, e-mail caroline.j.rutledge.mil@mail.mil.

PAY & ALLOWANCES/MAJOR BENEFITS: AGR personnel receive base pay, subsistence basic allowance for housing (BAH); full medical care in military treatment facilities for AGR member and partial medical care and TRICARE/CHAMPUS benefits for dependents of AGR member; exchange (BX/PX), commissary, and theater benefits; retirement after 20 years active duty. All AGR personnel are required to participate in electronic funds transfer (EFT) for all payments as a condition of employment per PL 104-134, 26 July 1996, The Debt Collection Improvement Act of 1996.

ADDITIONAL INFORMATION: Persons eligible for or receiving a Federal retirement annuity are not eligible to apply. Restoration rights for Federal employees accepting AGR tours will be in accordance with Chapter 353, Federal Personnel Manual. AGR personnel are subject to the Oklahoma Code of Military Justice (OCMJ). AGR personnel are protected by Title VI, Civil Rights Act of 1964.

HOW TO APPLY: IAW AFI 36-101, all applicants must submit **1.** Typed or neatly written NGB Form 34-1, *Application for Active Guard Reserve (AGR) Position*. **2.** CURRENT VIRTUAL MPF or Records Review RIP (within 1 year). **3.** Most recent *Report of Individual Fitness* from the Air Force Fitness Management System (AFFMS). Announcement and Application Forms can be found online @ <http://ok.ng.mil/Pages/Careers.aspx> - Oklahoma Military Depart "Public Website". All applications must arrive in the Human Resources Office (HRO) of the Oklahoma Military Department, 3501 NE Military Circle, Oklahoma City, OK 73111-4398 Attn: SMSgt Caroline Rutledge, Fax: 405-606-7702 or scan/email to ng.ok.okarng.list.j1-agr-management@mail.mil (Attn: SMSgt Caroline Rutledge) ON OR BEFORE the closing date of this announcement.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration without regard to age, race, color, national origin, creed, religion, politics, marital status, or other non-merit reasons not interfering with membership in the Air National Guard or performance of required duties.

DUTIES AND RESPONSIBILITIES:

1. Initiate and follow-up on all contacts with prospective applicants to discuss overall opportunities of the ANG.
2. Assist the RRM in the planning and organizing of recruiting activities.
3. Assist the RRM in developing an annual strategic plan to include goals and objectives, R&R activities, financial planning and advertising and marketing initiatives.
4. Assist the RRM and Unit Career Advisors (UCAs) with administration of unit/squadron level Career Motivation Program (CMP).
5. Maintain locally established recruiting production standards to meet enlisted and officer state/territory/wing/GSU strength requirements.
6. Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities.
7. Utilize the R&R Administration Center to its fullest capabilities.
8. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components.
9. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel).
10. Report unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials.
11. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations and all enlistment actions.
12. Develop school programs to include presentations to members of educational institutions.
13. Coordinate formal presentations to community influencers and other organizations as requested.
14. Provide recruiting assistance to ANG personnel engaged in recruiting activities who may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations).
15. Conduct Center of Influence (COI) events.
16. Assist the RRM in assigned duties as directed by the Recruiting & Retention Superintendent (RRS).
17. Will not perform additional duties IAW ANGI 36-101.

SPECIALITY QUALIFICATIONS:

1. Must be knowledgeable of the organization, mission, and operations of the ANG.
2. Comply with military duty eligibility requirements IAW ANGI 36-101 and AFECD.
3. Must be a Senior Airman (E4) through Technical Sergeant (E6).
4. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
5. Must be willing to work long and irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community.
6. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG R&R duties. Must possess clear and effective oral and written communication skills with a working knowledge in current computer software applications.
7. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
8. Prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory for entry into this Special Duty Identifier.
9. Must attain/maintain training standards and task certifications according to specific duty position Job Qualification Standards (JQS).

ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:

10. No history of emotional instability, personality disorder, or other unresolved mental health problems.
11. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
12. Must possess a valid state/territory driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, Vehicle Operations.
13. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.